



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

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**Memorandum**

**To:** State Agencies, Boards and Commissions, Colleges and Universities  
**Attn:** Professional Consultant Services Contracting Staff  
**From:** Joseph A. Giddis  
**Date:** June 16, 2006  
**Subject:** Sole Source Justification—Professional Consultant Service Contracts

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Sole source contracts, except for those exempt by law; and those that are published in a newspaper of statewide circulation, must be accompanied by written justification and be approved by the Director, Office of State Procurement in accordance with R1: 19-11-232(d),(e). On a yearly basis, Agencies, Colleges and Universities and Boards and Commissions amending an existing sole source contract for time and/or money must provide a written letter of justification following the requirements in R1: 19-11-232(e). The purpose of the re-justification is to ensure the circumstances which gave rise to the initial sole source contract still exist.

CC:  
Co-Chairs, Review Committee  
Richard Weiss  
Tim Leathers  
OSP PCS Staff